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Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110022-9

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY				February 1965
ACCESSIONING, DISPOSITION, HOLDINGS				
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE	
1. ACCESSION JOBS (Number)	64	521		
2. RECORDS ACCESSIONED	651	4,342	94,435	
3. RECORDS DISPOSED OF AT CENTER	38	1,424	16,269	
4. RECORDS TRANSFERRED FROM CENTER	93	1,274	24,872	
5. RECORDS HOLDINGS	53,069			
6. INTELLIGENCE REPORTS RECEIVED	331	2,573	50,701	
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	1,230	3,162	19,583	
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	37	700	11,893	
9. INTELLIGENCE REPORTS HOLDINGS	19,225			
10. VITAL RECORDS RECEIVED	109	1,185	12,393	
11. VITAL RECORDS DISPOSED OF AT CENTER	13	253	2,180	
12. VITAL RECORDS TRANSFERRED FROM CENTER	4	352	1,005	
13. VITAL RECORDS HOLDINGS	9,208			
14. ARCHIVES ACCESSIONED	4	1,036	2,716	
15. ARCHIVES DISPOSED OF AT CENTER	0	8	8	
16. ARCHIVES TRANSFERRED FROM CENTER	0	1	21	
17. ARCHIVES HOLDINGS	2,687			
18. TOTAL HOLDINGS *	84,414			
REFERENCE SERVICES				
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE	
19. RECORD DOCUMENTS LOANED	4,313	31,942	569,013	
20. INFORMATIONAL REQUESTS	543	3,951	20,515	
21. Archival Documents	26	156		
22. INTELLIGENCE REPORTS	4,483	35,105		
23. VITAL RECORDS	1,308	3,122		
24. TOTAL	10,673	74,276		
25. NO. OF PAGES REPRODUCED	213	1,450		
ITEMS RECEIVED				
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE		
26. INTELLIGENCE REPORTS	62,577	588,935		
A. INITIAL RECEIPT	59,965	563,800		
B. RETURNS	2,612	25,135		
27. Archival Documents	77	1,354		
28. VITAL RECORDS	2,180	21,837		
29. TOTAL	64,834	612,126		
SHELVING UTILIZATION				
SPACE (Cubic feet)	REPORTING PERIOD			
30. TOTAL CAPACITY	97,880			
31. UTILIZED	82,623			
32. COMMITTED	0			
33. AVAILABLE	15,257			

FORM 1-64

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Excluded from automatic
downgrading and
declassification

(36)

*Includes 1791 cu. ft. in FRC.

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Narrative Supplement to the CIA Archives and Records Center
Monthly Statistical Summary for February 1965

1. The A&RC accessioned 1,095 cubic feet.
2. Disposition action was taken on 1,415 cu. ft.; and for the second month in a row, the A&RC had a decrease in the Total Holdings.
3. The Total Holdings now total 84,414 cubic feet, of which 1,791 cubic feet are in the Region 3 Federal Records Center.
4. There were 10,673 reference items furnished to the Agency and other USIB agencies. The Reference work load continues to increase. It was necessary to make an "after-hours" delivery of some urgently needed documents to OCI.

5. Visitors:

EE	3	Deposit and update Vital Records
OL	1	Review Vital Records
OCR	3	Work on Vital Records
RID	1	Deposit and update Vital Records
RID	2	Briefing and Tour
ORR	3	Mark Maps for destruction
ORR	2	Work on Archives
SOD	3	Briefing on A&RC
OCR	1	On-the-job training

25X1 6. [] successfully completed a course on Records Management at American University.

25X1 7. [] received an award from the Suggestion Awards program.

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